

**J. V. FLETCHER LIBRARY
BOOKMOBILE OUTREACH
POLICY**

USAGE.20

ORIGIN OF THE SERVICE PROGRAM

The original J. V. Fletcher Library M.O.S.T. Bookmobile was funded in 1979 through L.S.C.A. Title I funds. L.S.C.A. (now supplanted by LSTA) was a federal program, administered in Massachusetts by the Board of Library Commissioners, the state agency which develops and improves library services throughout the Commonwealth. Awarding of Bookmobile funds to the municipality of Westford was made on the basis of geographic size and outreach need and (at the time of funding) the physical inaccessibility of the main library.

The original vehicle served children in the Town neighborhoods, the elderly, and the homebound well beyond expectations – retiring off the road at the venerable age of 22 years in August 2001. In the meantime, the Town had so valued this service that a new larger town-funded bookmobile was dedicated in September 2001 to replace the original.

MISSION

The mission of the M.O.S.T. (Mobile Outreach Service Team) Bookmobile is to serve the very young and the very old population groups of Westford, as well as the physically challenged and homebound populations.

SCOPE OF SERVICE

The Bookmobile offers a three-week rotating service, transporting books and library materials to Westford pre-schools, day care centers, elderly housing complexes, nursing homes, local neighborhoods, and homebound and physically challenged patrons. Like the main library, the Bookmobile offers patron registration and library materials appropriate to its clientele: best sellers, book reserves, videos and CD's, large print volumes, automated circulation, and readers' advisory services. All library and Merrimack Valley Library Consortium policies pertaining to the main library apply also to the Bookmobile service program.

Bookmobile service may be requested from the Bookmobile Branch Manager, by contacting the J. V. Fletcher Library at 692-5555. Scheduling of routine stops will be made on the basis of service usage and the ability to accommodate service within the current three-week schedule. Due to the size of the vehicle, patron safety and adequate parking space will be considered in the assigning of stops. Stops may be re-scheduled or adjusted according to usage. Stops to homebound users will be made on an as-needed basis.

In the event of inclement weather, scheduled maintenance, or emergency maintenance, Bookmobile visits may be suspended without notice.

GROUP USAGE OF THE BOOKMOBILE

Pre-schools, day care centers and kindergartens may request routine Bookmobile visits under the following conditions:

- Teachers may choose to register youngsters. Children will be issued registered cards by the Bookmobile Coordinator (this may be arranged in advance) *OR*,
- Teachers may register for a Teacher Card and will be responsible for all items checked out of the Bookmobile by their class. Actual physical Teacher Cards are kept in the Children's Room of the Library, but will be accessible to the Bookmobile Coordinator (See Usage.11)
- Library materials may be returned through the main library or through the Bookmobile

Related Policies: USAGE.11 SERVICES AVAILABLE TO TEACHERS

APPROVED BY THE BOARD OF LIBRARY TRUSTEES: 6/7/1999